 ****

**BEST 2.0 Swift Small Grant**

**Final Technical Report**

***\* All red text should be deleted before the report is submitted \****

*This report should be a stand-alone document describing all of the work completed during the entire project duration. It is important that the report is complete and accurate.*

**Project Details**

|  |  |  |
| --- | --- | --- |
| **Project title:** | |  |
| **Project reference number:** | |  |
| **BEST 2.0 region:** | |  |
| **Targeted OCT(s):** | |  |
| **Name of the lead beneficiary:** | |  |
| **Project start date:** | |  |
| **Project end date:** | |  |
| **Value of BEST 2.0 grant awarded (€):** | |  |
| **Total project budget (€):** | |  |
| **Names of any associated beneficiaries:** | **1.** |  |
| **2.** |  |
| **3.** |  |
| **Names of any affiliated entities:** | **1.** |  |
| **2.** |  |

Report Information

|  |  |
| --- | --- |
| **Date report submitted:** |  |
| **Name of project contact person:** |  |
| **Email address of contact person:** |  |

Table of Contents

[1. Project overview 1](#_Toc478633694)

[2. Achievement of the project results and purpose 1](#_Toc478633695)

[3. Work completed under each project activity 2](#_Toc478633696)

[4. Stakeholder engagement 3](#_Toc478633697)

[5. Capacity building 3](#_Toc478633698)

[6. Communication and project visibility 4](#_Toc478633699)

[7. Sustainability and replicability 4](#_Toc478633700)

[8. Lessons learnt 5](#_Toc478633701)

[9. Safeguard policy assessment 5](#_Toc478633702)

[10. Location of records, accounting and supporting documents 6](#_Toc478633703)

[11. Additional comments/information 6](#_Toc478633704)

[12. Achievements against the project logical framework 7](#_Toc478633705)

[13. Annexes 10](#_Toc478633706)

*The table above should be updated – page numbers only – before the report is submitted. Left click on table and select ‘update field’ then ‘update page numbers only’.*

**List of Acronyms & Abbreviations**

|  |  |
| --- | --- |
| e.g. |  |
| **CBD** | Convention on Biological Diversity |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

***Guidance:***

* *There is no word limit for the various sections. Responses should contain all of the relevant information in a concise way. It is important to ensure that the information included is complete and accurate.*
* *If you have already answered a question in one section do not repeat the information in another section but refer back to the previous section.*
* *When making statements of progress or impact please ensure you refer as much as possible to sources of evidence based on the indicators in your project logical framework.*

# Project overview

*Provide a brief overview of the project including information on:*

* *The location of the project activities (with a map if possible).*
* *The target species, habitats, ecosystem services etc.*
* *A description of the problem the project aimed to address.*
* *The project’s approach to addressing the problem.*
* *What the project aimed to achieve.*

|  |
| --- |
|  |

# Achievement of the project results and purpose

*Explain whether the project has achieved the intended results and purpose (as contained in the logical framework submitted with your proposal).*

*If not explain the reasons why.*

*You should:*

* *Highlight any tangible impacts the project has had in terms of biodiversity conservation/ sustainable use of natural resources/climate change adaptation and mitigation/ ecosystem services.*
* *Highlight any achievements from a local human development perspective (e.g. social/economic benefits).*
* *Assess whether the project has had any unforeseen positive or negative results.*

|  |
| --- |
|  |

# Work completed under each project activity

*Describe the work completed for each of the activities foreseen in your proposal highlighting and explaining:*

* *Any activities that have not been completed.*
* *Any deliverables/outputs as a result of the work.*
* *Any changes in approach from the original project design[[1]](#footnote-1).*
* *Any problems encountered (e.g. delays, cancellation of activities) and how they were addressed (if relevant).*

|  |
| --- |
|  |

# Stakeholder engagement

*Describe the support or engagement between all key stakeholders and the project.*

* *To what extent have stakeholders been involved in the project to date?*
* *Highlight any particular achievements, lessons learnt or challenges with regards to the engagement with/participation of the different stakeholders.*

|  |
| --- |
|  |

# Capacity building

*Provide details of any capacity building activities conducted (if relevant), including:*

* *Details of how the project has supported capacity building within the territory e.g. institutional/organisational development, training and human resources development, sustainable financing, enabling environment etc.).*
* *Tangible evidence (facts/figures) of increased capacity of institutions/individuals within the targeted territory(ies) and region.*

|  |
| --- |
|  |

# Communication and project visibility

*Discuss the profile of the project within the territory(ies) and describe any communication or visibility activities undertaken (e.g. events, workshops, media events etc.) to raise the profile of the project and the BEST 2.0 programme detailing:*

* *The groups targeted by each activity.*
* *Any communication products produced (brochures, leaflets, videos, website, social media etc.), including figures for dissemination where possible.*

|  |
| --- |
|  |

# Sustainability and replicability

* *Explain how the project work/outcomes will be sustained beyond the end of the BEST 2.0 funding.*
* *Highlight any project activities that will be continued.*
* *Describe the expected long-term benefits of the project and provide an assessment of the potential for the replication/transfer of the project lessons/results.*

|  |
| --- |
|  |

# Lessons learnt

*This can include lessons from all levels including administrative, management, technical, and M&E e.g.*

* *What worked well, and what did not work so well during the project?*
* *If you had to do the project again, what would you do differently?*
* *What recommendations would you make to others doing similar projects?*
* *How are you going to build this learning into your organisation’s future plans?*

|  |
| --- |
|  |

# Safeguard policy assessment

*Provide a summary of any environmental and social safeguard issues that have arisen and any action taken to address them (if relevant).*

|  |
| --- |
|  |

# Location of records, accounting and supporting documents

*Please indicate in a table the location of records, accounting and supporting documents for each Beneficiary and affiliated entity entitled to incur costs.*

# Additional comments/information

*Add any additional comments/information not covered by the other sections in this report.*

|  |
| --- |
|  |

# Achievements against the project logical framework

*Report of achievements against the project logical framework (repeat the logical framework from your proposal and include the necessary reporting)*

|  |  |  |
| --- | --- | --- |
| **Project summary** | **Indicator(s)** | **Achievements and reporting against indicators** |
| **Overall Objective**  Insert original project Impact statement | | (The contribution the project has made towards the achievement of the overall objective) |
| **Purpose**(Insert original project purpose statement) | (Insert original purpose level indicators) | (To what extent has the project purpose in the logical framework been achieved – data based on the indicators in your logical framework should be provided) |
| **Result 1.** (Insert original result with activities relevant to that result in the lines below) | (Insert original result level indicators) | (To what extent has this result been achieved – data based on the indicators in your logical framework should be provided) |
| Activity 1.1  Insert activities relevant to this output | **Deliverables/products** | (Insert the deliverables/products/outputs produced) |
| Activity 1.2  Etc. | **Deliverables/products** | (Insert the deliverables/products/outputs produced) |
| **Result 2.** (Insert original result with activities relevant to that result in the lines below) | (Insert original result level indicators) | (To what extent has this result been achieved – data based on the indicators in your logical framework should be provided) |
| Activity 2.1. | **Deliverables/products** | (Insert the deliverables/products/outputs produced) |
| Activity 2.2. | **Deliverables/products** | (Insert the deliverables/products/outputs produced) |
| **Result 3.** |  |  |
| Activity 3.1. | **Deliverables/products** | (Insert the deliverables/products/outputs produced) |
| Activity 3.2.  Etc. | **Deliverables/products**  Etc. | (Insert the deliverables/products/outputs produced)  Etc. |

**Submission Checklist**

*(Please ensure that you have included all of the following before submitting your report)*

|  |  |
| --- | --- |
|  | **Check** |
| Standard request for payment |  |
| Financial report (signed) covering expenditure up to the end of the reporting period |  |
| All relevant documents as annexes |  |

# Annexes

*Please include any relevant deliverables as annexes to this report.*

1. Any substantial change must be notified to the BEST 2.0 Secretariat and the relevant BEST 2.0 Regional Hub through a request for an addendum to the grant contract prior to the end date of the project. The BEST 2.0 Secretariat reserves the right to accept or to refuse the request. [↑](#footnote-ref-1)